

Fugett, Joy L.

From: Fugett, Joy L.
Sent: Monday, July 31, 2017 1:15 PM
To: Grissom, VaLauna K.; Hanley, M. Diane
Subject: To Do List and other docs
Attachments: To Do.docx; Programmatic Reports Timeline 2017-2018.xlsx; Executive Assistant Instructions Binder.pdf; Access and Misc Needs.docx

Luckily, this time of the year is the least busy in terms of things that need to be done immediately. What Brian and I are working on right now is all in preparation for a smoother, more productive session next year. He will continue to work on those things after I am gone and transition/incorporate the new person as he sees fit. I don't think you all will have to worry too much about that piece.

I have attached the to-do list, the programmatic report timeline, and the electronic binder I am working on for the new person. The binder is not yet complete but I'm working on several more topics as time allows and will also proof it before I'm done. This will be for the new person to peruse at their leisure and to serve as a reference as repetitive tasks come up. I have included screenshots of how things look throughout the binder to hopefully help the new person access various items throughout the workday with as little confusion/few questions as possible.

I have also started/attached an "access and misc needs" doc that I will add items to as I think of them. Let me know if there is anything else you can think of I need to add to any of these for now. Other topics I am currently working on for the binder are Programmatic Reports, Signature Log Items, Supplies, and general support for Director of the Office of State and Federal Policy. I'm sure I will think of more as I'm working on it but if there are any big items I haven't included, I'm happy to add them.